

TRAINING SERVICES PAGE DEVELOPMENT SPECIFICATION

STYLE 2 — CONSOLIDATED EDITION

Category Dropdown, Category Cards Page, Category Course-List Pages, Section-Navigator Detail Page, Batch Scheduling, Full CMS & SEO

Based on: Texon Bootstrap 5 Template (layout system retained) + Approved 'Menu Design' mockup pattern + approved Section Navigator detail page example

This is the SINGLE, CONSOLIDATED specification for the Trainings tab. It supersedes and merges: Training Services Page Development Specification (Style 2) v2.0, and the Training Detail Page Section Navigator Addendum v2.1. Both of those documents can now be retired — this file is the only one the developer needs for this page.

Companion to: Website Development Specification v2.0 and the Qualification Page Development Specification (Style 2, Consolidated) v2.1

Version 2.1 (Consolidated) | July 2026 | Prepared for Developer Handover

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🔗 Page numbers shown are approximate. Exact page numbers depend on your document viewer and printer settings.

HOW TO USE THIS DOCUMENT

This is the single, consolidated developer specification for the Trainings tab. It merges what was previously two separate documents — the Style 2 navigation specification and the Section Navigator addendum — into one file, fully renumbered so the whole page reads as one coherent build, front to back. There is nothing further to cross-reference: everything the developer needs for this page is here.

The Four-Level Navigation Flow

Level	What the Visitor Sees	How They Got There
1. Dropdown	Grey bars — one per TRAINING CATEGORY only (no individual courses in the menu)	Hovering the 'Trainings' header tab
2. Main Page	Notched photo cards — one per category	Clicking the 'Trainings' tab
3. Category Page	That category's courses as a LIST of grey bars with the same hover effect as the dropdown	Clicking a category — from a dropdown bar OR a main-page card
4. Detail Page	The full detail page of one training course, built from fully manageable sections	Clicking a course from the category list (or the detail-page sidebar)

Trainings vs Qualification — The Rule for Content Entry

Both the Trainings and Qualification tabs share the same templates and CMS pattern but hold different content, to prevent duplicate pages competing in Google and confusing visitors:

Tab	What Belongs Here
Qualification	Internationally recognised qualifications awarded or underpinned by an external body — NEBOSH, OSHA outreach, ISO Lead Auditor, OTHM, BCSP exam preparation, IRBA belts, Train the Trainer awards
Trainings	IEHSAS-delivered short courses, practical and refresher training, and corporate in-house programmes — typically certificated by IEHSAS itself, scheduled in batches or delivered on the client's site

What This Document Covers

- The Trainings tab and its grey-bar category dropdown, with the hover effect defined precisely (navy sweep, red edge stripe, white text, sliding arrow)
- The main Trainings page: banner, intro, notched photo category cards, and an In-House Training band unique to this tab
- The Category Page — listing all courses of one training category as hover bars, plus a bottom Browse-More link back to the main listing
- The Training Detail page, built from a Course Section Navigator sidebar and ELEVEN independently manageable content sections — Aim & Objectives, Who Should Attend, Pre-Requisites, Duration, Evaluation Criteria, Medium of Training, What's Included, Trainer Profile,

References, and Course Content — plus TWO further CONDITIONAL sections (Course Progression, In-House Delivery Process) that appear only on the specific courses where their content has been filled in

- A full CMS covering categories, courses, batches, AND the sections themselves — every section on every course page can be added, edited, reordered, hidden, or deleted, globally or per course
- SEO for three page levels, technical requirements for the in-page navigator, and one consolidated progress tracker with sign-off

💡 CRITICAL BUILD PRINCIPLE — shared components: the grey bar, the notched card, the category-page template, the section navigator, and the Section Builder CMS module must be the SAME components shared with the Qualification page (Consolidated) v2.1. Only the data source and the section content differ between the two tabs.

TRAININGS — STRUCTURE AT A GLANCE

Starting Categories (Confirm & Extend at Content-Entry Stage)

These eight categories are proposed as the starting structure — each appears as one grey bar in the dropdown AND one photo card on the main page. The business owner confirms, renames, reorders, or extends them in the CMS before launch; nothing here is fixed in code:

Category (dropdown bar + photo card)	Example Courses Under It (opened on the Category Page)
Fire Safety Training	Basic Fire Fighting · Advanced Fire Fighting · Fire Warden Training · Emergency Evacuation Drill Training
First Aid & Emergency Response	Basic First Aid & CPR · AED Training · Emergency Response Team Training
Working at Height	Working at Height Awareness · Scaffolding Safety · Ladder Safety · Fall Protection & Rescue
Confined Space & Rescue	Confined Space Entry · Confined Space Standby / Attendant · Confined Space Rescue
Lifting & Rigging	Rigger Training · Banksman / Signalman · Crane Safety Awareness · Forklift Operator Training
Driving & Transport Safety	Defensive Driving · Journey Management · HTV Driver Safety
Process & Industrial Safety	Permit to Work · Lockout / Tagout (LOTO) · Chemical Handling & COSHH · Machine Guarding Awareness
In-House / Corporate Training	Customised client programmes — any course delivered on the client's premises to their schedule

The 11 Starting Content Sections on Every Course Page

Every course detail page is assembled from these section records, in this default order. Every one is a CMS record — none is hard-coded — so the business owner can add, remove, rename, or reorder any of them site-wide (Module 04) or for a single course (Module 05):

#	Section	Content Type
1	Course Aim & Objectives	Rich text (aim) + tick list (objectives)
2	Who Should Attend	Tag list + short note
3	Pre-Requisites	Tick list
4	Course Duration	Rich text + auto batch table
5	Evaluation Criteria	Table (assessment requirements)
6	Medium of Training	Small-card grid + conditional in-house note
7	What's Included	Tick list
8	Trainer Profile	Profile card (name, title, biography)
9	Training References	Reference list (standards/codes)
10	Course Content	Module accordion + FAQ accordion

Optional Sections — Course Progression & In-House Delivery Process

This tab shares the same Written Steps + Image / Infographic Content Type introduced for the Qualification page (Consolidated Specification, Sections 17a–17b), but applies it to what Trainings actually needs rather than copying those section labels verbatim. Two conditional sections exist for this reason:

Conditional Section	Why This Tab Needs It — and Why Not Every Course Does
Course Progression	Some training categories have a genuine tiered pathway worth illustrating — e.g. Basic Fire Fighting → Advanced Fire Fighting → Fire Warden Training, or Working at Height Awareness → Fall Protection & Rescue. This is the direct equivalent of the Qualification page's 'Qualification Journey'. Most single-level courses have no real progression to show, so this section is added only where one genuinely exists.
In-House Delivery Process	A standard public batch is already explained by the batch table and booking form (Section 24) — a generic 'how to enrol' graphic would be redundant there. What genuinely needs explaining is the CORPORATE / IN-HOUSE path: needs assessment → custom quotation → scheduling around client shifts → on-site delivery → certification. This section is added only to courses/categories actively promoted for in-house delivery (see the In-House Training Band, Section 05).

Both sections use the identical mechanism as the Qualification page's Sections 17a/17b: a Written Steps field and an Image field, entirely INDEPENDENT of one another — text only, image only, both together, or (if neither is filled in for a given course) the section does not appear in the navigator or on the page at all. Full field-level detail is given in Sections 17a and 17b below, positioned directly after Pre-Requisites.

💡 Same Content Type, shared code, different use case: the developer builds the Written Steps + Image mechanism ONCE (already required for the Qualification page) and configures it here with Training-specific section labels and, where relevant, Training-specific data. No new component is built for this tab.

What Happens When Content Is Added (Automation Rules)

Action in CMS	What Updates Automatically — No Developer Needed
Add a new CATEGORY	A new grey bar appears in the dropdown; a new photo card appears on the main page; its category page is created at its own URL with SEO fields
Add a new TRAINING COURSE under a category	Its bar appears on that category's page; it appears in the detail-page sidebar of its siblings; its detail page is created with the default section set, its own URL; SEO fields and sitemap entry are created
Add or update a BATCH DATE	The 'Next Batch' tile and the upcoming-dates list update automatically; past dates drop off without anyone editing the page
Add a new SECTION (global or per-course)	It appears, correctly numbered, in the section navigator and as a content block on the relevant course page(s) immediately

Action in CMS	What Updates Automatically — No Developer Needed
Fill in Course Progression or In-House Delivery Process content for one course	That section appears in the navigator and on the page for THAT course only — courses without the content are unaffected and never show an empty section
Hide or delete a course, category, or section	It disappears from every public surface — subject to the safety rules in Part E (e.g. a category cannot be deleted while it still contains courses; the last remaining section cannot be deleted)
Reorder categories, courses, or sections	Menu, listing, sidebar, and navigator order all follow the CMS drag-and-drop order

💡 One data source, many surfaces: the Category Manager, Trainings Manager, Batch Manager, and Section Builder together generate the dropdown, the cards page, the category pages, the detail pages, the section navigator, and the section content. Nothing is ever maintained twice.

SECTION 01 | TRAININGS TAB & CATEGORY DROPDOWN (GREY BARS)

What Is This Section?

The 'Trainings' item in the main header menu. On hover (desktop) or tap (mobile), a dropdown panel appears containing a small 'Trainings' label with a pointer triangle, and below it a grid of GREY BARS — one bar per training category, in Navy bold Montserrat text, arranged three per row. The dropdown lists CATEGORIES ONLY — individual courses are never shown in the menu. Clicking the tab itself opens the main Trainings page (Section 04's category cards); clicking a bar opens that category's own page (Part C). This is the same component, behaviour, and hover language as the Qualification and Services dropdowns.

What the Visitor Sees — Required Hover Effects (Both Levels)

TAB HOVER: the tab text turns Navy with the Red underline indicator (site standard) and the panel fades/slides in below the header on a White background with a Red top border. **BAR HOVER** (the signature effect): a Navy fill SWEEPS IN from the left edge of the bar over ~280ms; the text turns White; a 4px Red stripe appears on the bar's left edge; and an arrow (') slides in on the right side. Moving away reverses smoothly. Bars are keyboard-focusable with the same visual state on focus. On mobile, the tab expands an accordion of full-width bars with the same styling on tap.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Dropdown	On/Off Switch	Turn the dropdown on/off; tab then acts as a plain link to the main page
Tab Label	Text field	e.g. 'Trainings' or 'Our Trainings'
Panel Label Text	Text field	The small heading inside the panel, e.g. 'Trainings'
Bars Per Row	Dropdown	2 / 3 (default) / 4
--- PER CATEGORY BAR (auto from Category Manager) ---		
Bar Label & Target	Auto	Category name; links to that category's page — never typed manually
Show/Hide in Menu	On/Off Switch	Hide a category from the dropdown without deleting it
Display Order	Drag-and-drop	Order of the bars (fills row by row)
--- HOVER / STYLE SETTINGS (site-wide, shared with Qualification & Services) ---		
Bar Background Colour	Colour picker	Default light grey #E9EBF1 (palette family)
Sweep Fill Colour	Colour picker	Default Navy #2E4B94
Edge Stripe Colour	Colour picker	Default Red #CF3034

Field Name	Type of Input	Description / Purpose
Sweep Speed	Dropdown	Fast (200ms) / Normal (280ms, default) / Slow (360ms)
<i>💡 Hover/style settings are SITE-WIDE across the Trainings, Qualification, and Services dropdowns — changing the sweep colour or speed changes all three menus, keeping the site consistent by design.</i>		

Developer Completion Checklist

- ☐ Dropdown opens on hover (desktop) and tap (mobile accordion) and closes cleanly
- ☐ Bars are generated live from the Category Manager — adding a category adds a bar with no other action
- ☐ Bar hover effect is pixel-identical to the Qualification and Services dropdowns (shared component)
- ☐ Every bar opens the correct category page; the tab itself opens the main Trainings page
- ☐ Keyboard navigation (Tab/Enter) triggers the same visual state and works end to end
- ☐ Long category names (e.g. 'First Aid & Emergency Response') wrap or scale without breaking the bar
- ☐ Reordering categories in the CMS reorders the bars instantly

SECTION 02 | MAIN PAGE BANNER & BREADCRUMB

What Is This Section?

The standard inner-page banner at the top of the main Trainings page, matching every other inner page. It shows the page title and a breadcrumb trail.

What the Visitor Sees

A slim Navy banner with the Red diagonal accent reading 'Our Trainings' with the trail underneath: Home / Trainings.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Page Title Text	Text field	e.g. 'Our Trainings' or 'HSE Training Courses'
Banner Background Image	Image upload	Optional background photo behind the title
Breadcrumb Text	Auto-generated	Shows 'Home / Trainings' automatically

Developer Completion Checklist

- ☐ Banner matches the style of other inner pages on the site
- ☐ Page title is editable from CMS
- ☐ Breadcrumb links back to Home correctly

SECTION 03 | MAIN PAGE INTRO

What Is This Section?

A short introduction block between the banner and the category cards, telling the visitor to choose a category and summarising the training portfolio — practical delivery, certified trainers, classroom or on-site options, and certificates verifiable on the IEHSAS portal.

What the Visitor Sees

A centred eyebrow label, heading (e.g. 'Training Categories'), and one short paragraph. Optional mini-stats row (e.g. '8 Categories', '30+ Courses', '5,000+ Professionals Trained').

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Section	On/Off Switch	Hide section without deleting content
Small Badge Label	Text field	e.g. 'What We Deliver'
Section Heading	Text field	e.g. 'Training Categories'
Intro Text	Rich text editor	One or two short paragraphs
--- PER MINI STAT (optional) ---		
Stat Number / Suffix / Label	Number + Text fields	e.g. 5000 / + / 'Professionals Trained'
Display Order	Number field	Controls stat order

Developer Completion Checklist

- ☐ Intro text fully editable from CMS
- ☐ Optional stats display correctly and can be added/removed from CMS
- ☐ Section looks clean on mobile

SECTION 04 | CATEGORY CARDS GRID — NOTCHED PHOTO CARDS

What Is This Section?

The heart of the main page: one photo card per training category, arranged three per row. Each card is a NOTCHED rectangle — top-right and bottom-left corners cut at 45° (approx. 30px) — with a thin white frame and drop shadow, a photograph background, a Navy-toned overlay tint, and the category name in large bold White Montserrat text centred on the card. Clicking a card opens that category's page. Identical shape and behaviour to the Qualification and Services cards — one shared component.

What the Visitor Sees — Required Hover Effects

ON HOVER, four things happen together, smoothly (~300ms): (1) the card LIFTS about 8px with a deeper drop shadow; (2) the background photograph ZOOMS to about 110%; (3) the overlay tint warms from Navy toward a Red→Dark-Navy gradient; and (4) a small line FADES IN under the category name reading e.g. '4 Courses — View All ›'. Everything reverses smoothly; the same state applies on keyboard focus.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Section	On/Off Switch	Hide the cards grid without deleting content
Cards Per Row	Dropdown	2 / 3 (default) / 4 on desktop; 2 tablet; 1 mobile
Corner Cut Size	Number field	Notch size in px (default 30) — shared setting across all Style 2 cards
--- PER CATEGORY CARD (auto from Category Manager) ---		
Card Label	Auto / override	Defaults to the category name; short override allowed
Card Photo	Image upload (required)	Background photograph (min 800x500px); a site-wide default applies if missing
Overlay Tint	Auto (brand)	Navy gradient tint at rest; Red→Dark-Navy on hover — brand-locked, not editable per card
Course Count Line	Auto-generated	'X Courses — View All ›' calculated from visible courses
Show/Hide Card	On/Off Switch	Hide a category's card without deleting the category
Display Order	Drag-and-drop	Order of the cards (matches dropdown order by default)
💡 Use real training photographs wherever possible. Text on photos must stay readable: the overlay tint is brand-locked so a bright photograph can never wash out the white category name.		

Developer Completion Checklist

- ☐ Cards render with the exact notched shape, white frame, and drop shadow — identical to the Qualification and Services cards
- ☐ Category photo uploads from the CMS display correctly inside the notched shape with the overlay tint
- ☐ All four hover behaviours work together and reverse smoothly; same state on keyboard focus
- ☐ Course-count line is calculated automatically from visible courses
- ☐ Every card opens the correct category page
- ☐ Grid is responsive (3 / 2 / 1 per row) and cards keep their shape at every size
- ☐ Adding a category in the CMS adds its card automatically (end-to-end test)

SECTION 05 | IN-HOUSE TRAINING BAND & CALL TO ACTION

What Is This Section?

Two blocks at the bottom of the main page, unique to the Trainings tab. First, an IN-HOUSE TRAINING BAND promoting on-site corporate delivery: a heading, two or three short benefit points, and a request button. Second, the standard Navy CTA band for visitors unsure which course they need.

What the Visitor Sees

A Light Bg or image-backed band with the in-house pitch, tick points, and a Red 'Request In-House Training' button; below it, a wide Navy band with a White headline and Red primary button.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
--- IN-HOUSE BAND ---		
Show/Hide Band	On/Off Switch	Hide the in-house band without deleting content
Band Heading	Text field	e.g. 'Training At Your Site, On Your Schedule'
Supporting Text	Text area	One or two sentences
Benefit Point (repeatable)	List manager	e.g. 'Group rates from 8 participants', 'Content tailored to your operations'
Button Text / Link	Text + URL fields	e.g. 'Request In-House Training'
Band Background Image	Image upload	Optional photo with brand overlay
--- CTA BAND ---		
Show/Hide Section	On/Off Switch	Hide section without deleting content
Headline / Supporting Text	Text field + Text area	e.g. 'Not Sure Which Course Your Team Needs?'
Primary & Secondary Button Text / Link	Text + URL fields	e.g. 'Talk to a Training Advisor' (WhatsApp)
Background Colour / Image	Colour picker / Image upload	Navy recommended

Developer Completion Checklist

- ☐ In-house band displays with editable heading, benefit points, and working button
- ☐ In-house enquiries are tagged separately in the CMS so corporate leads are easy to filter
- ☐ CTA banner matches brand colours; all buttons work with correct hover states
- ☐ Both blocks look good on mobile

CATEGORY PAGE

Every training category gets its own page, generated from ONE template shared with the Qualification and Services category pages: banner with breadcrumb, a short category introduction, the course list as grey hover bars (the same component as the dropdown), an advisor help strip, and a Browse-More link back to the main listing.

💡 The developer builds this template ONCE (shared across all three tabs). Every category added in the CMS automatically gets its own page at its own URL (e.g. /trainings/fire-safety-training) with its own SEO fields — see Part F.

SECTION 06 | CATEGORY PAGE BANNER & BREADCRUMB

What Is This Section?

The inner-page banner at the top of every training category page, identical in style to all other inner pages. It shows the category name and a breadcrumb trail.

What the Visitor Sees

A slim banner reading the category name (e.g. 'Working at Height') with the trail: Home / Trainings / Working at Height. A '◀ All Training Categories' back link sits at the top of the content below.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Banner Title	Auto-generated	Pulled from the Category Name — can be overridden per category
Banner Background Image	Image upload	Optional per-category banner photo (can reuse the card photo); site-wide default fallback
Breadcrumb Text	Auto-generated	Shows 'Home / Trainings / [Category]' automatically

Developer Completion Checklist

- ☐ Banner matches the style of other inner pages
- ☐ Breadcrumb links to Home and the main Trainings page correctly
- ☐ Back link returns to the main category cards page

SECTION 07 | CATEGORY COURSE LIST — BAR STYLE WITH HOVER

What Is This Section?

The heart of the category page: every training course in this category listed as a GREY BAR — the exact same component and hover effect as the dropdown bars (Section 01), arranged two per row on desktop and one per row on mobile. Above the list: a course count label, the category heading, and the category description (blurb). Clicking any bar opens that course's detail page.

What the Visitor Sees — Hover Effects

Grey bars with Navy bold course titles. ON HOVER: identical behaviour to the dropdown — Navy sweeps in from the left, text turns White, the Red edge stripe appears, and the arrow slides in. One shared component means the surfaces can never drift apart visually.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Course Count Label	Auto-generated	'X Courses In This Category' calculated from visible courses
Category Heading	Auto / override	Defaults to '[Category Name]'
Category Blurb	Text area (per category)	2–3 sentences describing the category — entered in the Category Manager
Bars Per Row	Dropdown	1 / 2 (default) on desktop
Show Next Batch On Bars	On/Off Switch	Optional: append a small 'Next: 17 Aug' note to each bar, pulled from the Batch Manager (Module 03)
--- PER COURSE BAR (auto from Trainings Manager) ---		
Bar Label & Target	Auto	Course title; links to its detail page
Display Order	Drag-and-drop	Order within the category

Developer Completion Checklist

- ☐ Course bars are generated live from the Trainings Manager — adding a course adds its bar automatically
- ☐ Bar hover effect is pixel-identical to the dropdown (shared component, one implementation)
- ☐ Every bar opens the correct course detail page
- ☐ Course count and blurb display correctly and update automatically
- ☐ Optional next-batch note pulls the correct upcoming date and hides when no future batch exists
- ☐ A category page with one course still renders cleanly; long course titles wrap without breaking the bar

SECTION 08 | CATEGORY HELP / ADVISOR STRIP

What Is This Section?

A slim help box under the course list for visitors unsure which course in the category suits their team: a short heading and line of text on the left, and a WhatsApp/contact button on the right.

What the Visitor Sees

A Light Bg bordered strip reading e.g. 'Need help choosing within Working at Height?' with a Red 'WhatsApp a Training Advisor' button.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Strip	On/Off Switch	Hide the strip on all category pages
Heading Template	Text field	e.g. 'Need help choosing within [Category]?' — [Category] fills automatically
Supporting Text	Text area	One sentence
Button Text / Link	Text + URL fields	e.g. 'WhatsApp a Training Advisor'

Developer Completion Checklist

- ☐ Category name fills into the heading automatically
- ☐ Button opens the configured link (WhatsApp/contact)
- ☐ Strip stacks cleanly on mobile

SECTION 09 | BROWSE-MORE LINK (CATEGORY & DETAIL PAGES)

What Is This Section?

A block placed at the bottom of both the category course-list page and every course detail page, inviting the visitor to return to the main Trainings listing page to explore other categories. This is a bottom-of-page safety net for visitors who have scrolled through everything and are unsure what to do next. This same block reappears at the end of Part D (the detail page) — it is one shared component used in both places.

What the Visitor Sees — Hover Effect

A dashed-border box with an eyebrow label, a bold heading (e.g. 'Browse All Training Categories'), a short supporting line, and a bordered button reading 'View All Trainings >'. ON HOVER: the box border turns solid Navy, the background tints to Light Bg, the button fills Navy with White text, and the arrow inside the button shifts right smoothly.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Block	On/Off Switch	Hide on category or detail pages independently if ever needed
Eyebrow Label	Text field	e.g. 'Looking For Something Else?'
Heading	Text field	e.g. 'Browse All Training Categories'
Supporting Text	Text area	Optionally auto-includes live category/course counts, e.g. 'Explore all 8 categories and 27+ courses'
Button Text	Text field	e.g. 'View All Trainings'
Button Target	Auto / Page picker	Defaults to the main Trainings listing page; can be pointed elsewhere if ever needed

Developer Completion Checklist

- ☐ Block appears at the bottom of category pages and course detail pages as specified
- ☐ Clicking the button returns to the main Trainings listing page correctly
- ☐ Hover effect (border, background tint, button fill, arrow shift) works as specified
- ☐ Supporting text correctly reflects live category/course counts when that option is used
- ☐ One component is reused in both places — not built twice

TRAINING DETAIL PAGE

Every training course gets its own detail page, generated from ONE template on the Texon services-details layout, shared in structure with the Qualification and Services detail pages. Page banner on top, then a two-column body: LEFT SIDEBAR (Sections 11–14) and MAIN CONTENT built from manageable sections (Sections 15–24). On mobile, main content first, sidebar below.

💡 The developer builds this template ONCE. Every course added in the CMS automatically gets its own page at its own URL, pre-populated with the default section set (Part E, Module 04).

SECTION 10 | DETAIL PAGE BANNER & BREADCRUMB

What Is This Section?

The inner-page banner at the top of every training detail page, identical in style to all other inner pages. It shows the course title and the full four-level breadcrumb.

What the Visitor Sees

A slim banner reading the course name (e.g. 'Confined Space Entry') with the trail: Home / Trainings / Confined Space & Rescue / Confined Space Entry — the category link opens the category page. An 'All [Category] Courses' back link sits at the top of the main column.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Banner Title	Auto-generated	Pulled from the Course Title — can be overridden per course
Banner Background Image	Image upload	Optional per-course banner photo; site-wide default fallback
Breadcrumb Text	Auto-generated	'Home / Trainings / [Category] / [Course]' — category link opens the category page

Developer Completion Checklist

- ☐ Banner matches the style of other inner pages
- ☐ Breadcrumb category link opens the correct category page
- ☐ Back link returns to the category course list
- ☐ Default banner image applies when no per-course image is uploaded

SECTION 11 | SIDEBAR: COURSE SECTION NAVIGATOR

What Is This Section?

The first card in the left sidebar of every course detail page. It lists the sections that make up THIS course page — generated live from the Section Builder (Part E, Modules 04–05). Clicking an item scrolls smoothly to that section on the same page; it is not a link to another page.

What the Visitor Sees — Required Hover & Scroll Effects

A White card titled 'Course Details' listing each section as a row with a two-digit number, the section label, and an arrow. ON HOVER: the same signature effect used throughout the site — a Navy fill sweeps in from the left (~260ms), the text turns White, a Red edge stripe appears on the left, and the arrow slides in and turns light red. CLICKING a row smoothly scrolls the page to that section and highlights that row as active (solid Navy fill). WHILE SCROLLING manually, the row matching the section currently in view is kept highlighted automatically (scrollspy), without any click. On page load, the first section is highlighted by default.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Navigator	On/Off Switch	Turn the whole navigator off; the sidebar then opens directly on the Other Category Courses card (Section 14)
Card Title	Text field	e.g. 'Course Details'
Section List Contents	Auto-generated	Pulled live from the Section Builder (Modules 04–05) in display order — hidden sections do not appear
Scroll Offset	Number field	Pixels to leave above the section when scrolling (default matches the sticky header height, e.g. 110px)
--- HOVER / STYLE SETTINGS (shared site-wide) ---		
Sweep Fill Colour / Edge Stripe Colour / Sweep Speed	Colour pickers + Dropdown	The same site-wide settings used by the mega-menu and category bars — one change updates all of them, including on the Qualification page
💡 Build this as the SAME reusable component shared with the Qualification page — there should be one navigator component in the codebase, not two, pointed at different section data.		

Developer Completion Checklist

- ☐ Navigator lists exactly the sections that are visible on this course's page, in the correct order, with correct numbering
- ☐ Clicking a row scrolls smoothly to the matching section with the configured offset (heading not hidden behind the header)
- ☐ Scrollspy correctly highlights the row for whichever section is in view as the visitor scrolls, with no visible lag or flicker
- ☐ Hover effect matches the dropdown/category-bar hover exactly (same shared component)

- ☐ Keyboard navigation (Tab + Enter) triggers the same scroll-to behaviour
- ☐ Works correctly on a course with as few as 1 section and as many as 15+ sections
- ☐ On mobile, the navigator still lists all sections and scrolling still works

SECTION 12 | SIDEBAR: NEED HELP / CONTACT CARD

What Is This Section?

The second sidebar card: a Dark Navy card with a heading like 'Need Help Choosing a Course?', a short line of text, and direct contact details for the training team.

What the Visitor Sees

A Dark Navy card with White text showing a phone number, email address, and optionally a WhatsApp button with Red icons.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Card	On/Off Switch	Hide the help card on all detail pages
Card Heading	Text field	e.g. 'Need Help Choosing a Course?'
Supporting Text	Text area	One short sentence
Phone Number	Text field	e.g. +92 300 1234567
Email Address	Email field	e.g. trainings@iehsas.com
WhatsApp Link	URL field	Optional — opens a WhatsApp chat
Card Background Image	Image upload	Optional faded photo behind the dark overlay

Developer Completion Checklist

- ☐ Phone is tap-to-call on mobile; email opens the mail app; WhatsApp opens a chat
- ☐ All contact details are editable from CMS in one place (applies to every course page)

SECTION 13 | SIDEBAR: BROCHURE / DOWNLOADS CARD

What Is This Section?

The third sidebar card: downloadable files for the course — typically the course brochure PDF, the current batch schedule, and optionally a registration form.

What the Visitor Sees

A card titled 'Course Downloads' with one or more rows, each showing a file icon, file name, and a Download button.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Card	On/Off Switch	Hide the downloads card for this course
Card Title	Text field	e.g. 'Course Downloads'
--- PER DOWNLOAD ITEM ---		
File Label	Text field	e.g. 'Course Brochure (PDF)'
File Upload	PDF/Doc upload	The downloadable file itself
Display Order	Number field	Controls the order of files

Developer Completion Checklist

- ☐ Files upload from CMS and download correctly on desktop and mobile
- ☐ Files are per-course; card hides automatically if a course has no files attached

SECTION 14 | SIDEBAR: OTHER CATEGORY COURSES

What Is This Section?

The fourth and final sidebar card: a secondary list of the courses in this course's category, with the current course highlighted. This is the sibling-course list that, prior to this consolidated specification, occupied the primary sidebar position; it now sits below the navigator, help, and downloads cards as a secondary navigation aid.

What the Visitor Sees — Hover Effects

A White card titled '[Category]' with each sibling course as a clickable row and the open course highlighted in Navy with White text and an arrow. ON HOVER: other rows shift right slightly, background turns Light Bg, text turns Navy.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Card	On/Off Switch	Hide the list card on all detail pages
Card Title Template	Text field	e.g. 'Other [Category] Courses' — fills automatically
List Contents	Auto-generated	Visible courses of the same category, in CMS order

Developer Completion Checklist

- ☐ List shows only sibling courses of the same category, updating automatically
- ☐ Currently open course is clearly highlighted; hover effects work as specified
- ☐ All links open the correct pages

MAIN CONTENT — THE TEN MANAGEABLE COURSE SECTIONS

Each of the following is its own manageable section record (Part E). The heading, the number, and the sidebar navigator entry are all generated automatically; only the CONTENT fields listed under each are entered by the business owner. Sections marked 'Content Type' use one of the standard input templates defined in Part E, Module 04 — developers should build each template once and reuse it for every section that uses it.

SECTION 15 | COURSE AIM & OBJECTIVES · Content Type: Rich Text + Tick List

What Is This Section?

States, in one or two sentences, what the course is designed to achieve, followed by a checklist of specific, measurable objectives the participant will be able to do afterwards.

What the Visitor Sees

A short 'Aim' paragraph, then a two-column tick list of objectives with Navy/White tick icons.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Aim Statement	Rich text editor (short)	One to two sentences — the overall purpose of the course
Objective Item (repeatable)	List manager	One line per objective, shown with a tick icon
Display Order (objectives)	Drag-and-drop	Order within the tick list

Developer Completion Checklist

- ☐ Aim statement and objectives are fully editable from CMS
- ☐ Objectives are addable/removable/reorderable without touching code
- ☐ Section heading and number are generated automatically, not typed

SECTION 16 | WHO SHOULD ATTEND · Content Type: Tag List + Note

What Is This Section?

Shows which roles or job types the course is designed for, as a row of tags, followed by a short note on language and any general prerequisites.

What the Visitor Sees

A row of Light Bg tags (e.g. 'Site Workers', 'Supervisors') and a muted note line below.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Audience Tag (repeatable)	List manager	One tag per role/audience type
Display Order	Drag-and-drop	Order of tags
Language / Note Text	Text area	e.g. language of delivery, general suitability note

Developer Completion Checklist

- ☐ Tags are addable/removable/reorderable from CMS
- ☐ Note text is editable; section hides cleanly if left empty and switched off

SECTION 17 | PRE-REQUISITES · Content Type: Tick List

What Is This Section?

Lists anything a participant must have or meet before attending — prior training, licences, fitness requirements, or documents to bring. If a course has no real prerequisites, this should say so explicitly rather than being left blank.

What the Visitor Sees

A single-column tick list, e.g. 'A valid national driving licence appropriate to the vehicle type.'

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Prerequisite Item (repeatable)	List manager	One line per requirement
Display Order	Drag-and-drop	Order of items
Show/Hide Section	On/Off Switch	Some courses may hide this entirely rather than show 'none'

Developer Completion Checklist

- ☐ Prerequisite items are addable/removable/reorderable per course
- ☐ A course with no prerequisites can either state that plainly or have the section hidden — confirmed consistently with the business owner, not left inconsistent across the site

SECTION 17a | COURSE PROGRESSION (OPTIONAL / CONDITIONAL) · Content Type: Written Steps + Image / Infographic Block

What Is This Section?

A conditional section, positioned directly after Pre-Requisites, showing the tiered pathway this course sits within — e.g. Basic Fire Fighting leading to Advanced Fire Fighting and on to Fire Warden Training. It exists in the navigator and on the page **ONLY** for courses where at least one of its two fields — Written Steps or Image — has been filled in; it is not part of the fixed 10-section default template and is absent entirely from single-level courses with no real progression to show.

What the Visitor Sees — Three Independent Display States

WRITTEN STEPS ONLY: a vertical numbered list (Navy numbered circles) naming each stage of the pathway — used where the progression is simple enough to read as text. **IMAGE ONLY:** a single infographic with an optional caption — used where a visual ladder communicates it better. **BOTH TOGETHER:** the numbered list first, followed by the image. These two fields are entirely independent: filling in one does not require or affect the other, exactly as specified for the Qualification page's equivalent section (Consolidated Qualification Specification, Section 17b).

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Section	Auto (conditional)	Automatic: the section exists only when Written Steps and/or Image below are filled in — no separate manual toggle to forget
--- WRITTEN STEPS (optional, independent) ---		
Stage Item (repeatable)	List manager	One line per stage of the pathway, e.g. 'Advanced Fire Fighting'; rendered as a numbered list
Display Order	Drag-and-drop	Order of stages
--- IMAGE (optional, independent) ---		
Progression Image Upload	Image upload	The pathway/ladder infographic itself
Show Image	On/Off Switch (default On once uploaded)	Lets an editor keep an uploaded image on file but hide it from the page without deleting it
Image Caption	Text area (optional)	Shown under the image

Developer Completion Checklist

- ☐ Section is entirely absent from the navigator and the page when neither Written Steps nor Image is filled in for a given course
- ☐ Written-Steps-only, Image-only, and Both-Together states all render correctly and independently

- ☐ Show Image switch hides the image while preserving the uploaded file and caption for later re-use
- ☐ This section is added as a PER-COURSE override (Part E, Module 05) on the specific courses that sit within a real pathway — it is not part of the Global Template (Module 04) because most single-level courses have nothing to show here
- ☐ Uses the SAME underlying component as the Qualification page's Written Steps + Image sections — confirmed shared in code review, not rebuilt

SECTION 17b | IN-HOUSE DELIVERY PROCESS (OPTIONAL / CONDITIONAL) · Content Type: Written Steps + Image / Infographic Block

What Is This Section?

A second conditional section, immediately following Course Progression, explaining how CORPORATE / IN-HOUSE delivery works for this course — needs assessment, custom quotation, scheduling around the client's shifts, on-site delivery, and certification. This is deliberately NOT a generic 'how to enrol' section: a standard public batch is already fully explained by the Upcoming Batches table and the booking form (Section 24), so repeating that here would be redundant. This section earns its place only because the in-house path is genuinely a different, multi-step process worth illustrating.

What the Visitor Sees

Either a numbered list of process stages, a single process infographic, both together, or neither (in which case the section does not appear) — identical display logic to Section 17a, applied to the in-house delivery workflow instead of course progression.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Section	Auto (conditional)	Automatic: exists only when Written Steps and/or Image below are filled in for this course
--- WRITTEN STEPS (optional, independent) ---		
Process Stage Item (repeatable)	List manager	One line per stage, e.g. 'Site needs assessment and scoping call'
Display Order	Drag-and-drop	Order of stages
--- IMAGE (optional, independent) ---		
Process Image Upload	Image upload	The in-house delivery process graphic itself
Show Image	On/Off Switch (default On once uploaded)	Hides the image without discarding the upload
Image Caption	Text area (optional)	Shown under the image
<i>Sections 17a and 17b share one underlying component with each other AND with the Qualification page's Sections 17a/17b — the developer builds the Written Steps + Image mechanism once, total, across the whole site.</i>		

Developer Completion Checklist

- ☐ Section is entirely absent when neither field is filled in for a given course
- ☐ Written-Steps-only, Image-only, and Both-Together states all render correctly, independently of Section 17a's state on the same page

- ☐ This section is used only on courses/categories actively promoted for in-house delivery (aligned with the 'Available for In-House' flag, Module 02, and the In-House Training Band, Section 05) — not added indiscriminately across the catalogue
- ☐ This section is added as a PER-COURSE override (Module 05), not the Global Template, for the same reason as Section 17a

SECTION 18 | COURSE DURATION · Content Type: Rich Text + Auto Batch Table

What Is This Section?

States the course duration in plain terms (e.g. '2 Days') with a short explanation of how the contact hours are structured (theory vs practical), followed automatically by the Upcoming Batches table pulled from the Batch / Schedule Manager (Part E, Module 03) — that table is NOT re-entered here, only displayed here.

What the Visitor Sees

A bold duration statement, an explanatory paragraph, then the live upcoming-batches table with date, city, and status labels.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Duration Statement	Text field	e.g. '2 Days' — also drives the Key Details tile at the top of the page
Duration Explanation	Rich text editor (short)	e.g. how many contact hours, theory/practical split
Upcoming Batches Table	Auto-generated	Pulled live from Module 03 — no separate entry; past dates auto-expire

Developer Completion Checklist

- ☐ Duration statement and explanation are editable from CMS
- ☐ Batch table always reflects the live Batch Manager data — never manually duplicated
- ☐ Section displays a clear 'available on request' message when no batches are scheduled

SECTION 19 | EVALUATION CRITERIA · Content Type: Table

What Is This Section?

A table stating exactly how a participant is assessed and what they must achieve to be certificated — attendance requirement, assessment method, pass mark, participation standard, and certification turnaround.

What the Visitor Sees

A two-column Navy-headed table: 'Assessment Component' and 'Requirement'.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Table Row (repeatable)	Two text fields per row	Component name + requirement text, e.g. 'Pass Mark' / '70% overall, with all practical elements assessed as competent'
Display Order	Drag-and-drop	Order of rows

Developer Completion Checklist

- ☐ Rows are addable/removable/reorderable from CMS
- ☐ Table renders correctly with as few as 2 rows or as many as 8+
- ☐ Table is legible on mobile (stacks or scrolls horizontally per the developer's standard table pattern)

SECTION 20 | MEDIUM OF TRAINING · Content Type: Small-Card Grid

What Is This Section?

Describes HOW the course is delivered — language, instructional style, practical work, materials, group work, and class ratio — as a grid of small labelled cards, followed by a conditional note when the course is available for in-house delivery.

What the Visitor Sees

A responsive grid of bordered mini-cards, each with a bold label and a short description; cards lift slightly on hover.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Delivery Mode Statement	Text field	e.g. 'Classroom / On-Site' — also drives the Key Details tile
--- PER MEDIUM CARD (repeatable) ---		
Card Label	Text field	e.g. 'Language', 'Practical Work', 'Ratio'
Card Description	Text area	One short sentence
Display Order	Drag-and-drop	Order of cards in the grid
In-House Note Text	Text area (conditional)	Shown only when the course's 'Available for In-House' flag (Module 02) is on

Developer Completion Checklist

- ☐ Medium cards are addable/removable/reorderable from CMS
- ☐ Cards display in a responsive grid and show the hover lift effect
- ☐ In-house note appears only when the in-house flag is on for that course, and disappears automatically when it is off

SECTION 21 | WHAT'S INCLUDED · Content Type: Tick List

What Is This Section?

A single-column tick list of everything the course fee covers — materials, equipment use, refreshments, the certificate itself, re-assessment policy, and certificate verification.

What the Visitor Sees

A tick list, e.g. 'IEHSAS Certificate — valid 2 years' or 'One free re-assessment attempt if a component is not passed first time.'

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Inclusion Item (repeatable)	List manager	One line per inclusion
Display Order	Drag-and-drop	Order of items

Developer Completion Checklist

- ☐ Inclusion items are addable/removable/reorderable per course
- ☐ List renders cleanly with any number of items

SECTION 22 | TRAINER PROFILE · Content Type: Profile Card

What Is This Section?

Names the trainer (or trainer team) assigned to the course, their title/credentials, and a short biography establishing real-world credibility. Trainer profiles are typically managed per CATEGORY (one lead trainer per training category) but can be overridden for an individual course.

What the Visitor Sees

A bordered profile card: bold trainer name, a Red credential line beneath it, and a short biography paragraph.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Trainer Name	Text field	e.g. 'Imran Sultan'
Trainer Title / Credentials	Text field	e.g. 'Lead Fire Safety Trainer, NFPA Certified Instructor'
Trainer Biography	Text area	2–3 sentences establishing relevant field experience
Trainer Photo (optional)	Image upload	Headshot; card layout adjusts to include it if provided
Inherit From Category	On/Off Switch	Default On — uses the category-level trainer profile; switch Off to enter a course-specific trainer instead

Developer Completion Checklist

- ☐ Category-level trainer profile is set once and inherited by every course in that category by default
- ☐ A course editor can override the inherited profile without affecting siblings in the same category
- ☐ Section shows a sensible fallback message ('confirmed at scheduling') if neither a category nor course profile is set

SECTION 23 | TRAINING REFERENCES · Content Type: Reference List

What Is This Section?

Lists the standards, codes, and reference materials the course content is built against and kept current with — building professional credibility with corporate and multinational clients. Typically managed per CATEGORY, since most courses in a category share the same underlying standards.

What the Visitor Sees

A list of Navy-bordered reference entries, e.g. 'NFPA 10 — Standard for Portable Fire Extinguishers.'

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Reference Item (repeatable)	List manager	One reference per line, typically set at category level
Display Order	Drag-and-drop	Order of references
Course-Specific Addition (optional)	List manager (per course)	Additional references specific to one course, shown alongside the inherited category list

Developer Completion Checklist

- ☐ Category-level references display on every course in that category automatically
- ☐ Course-specific additions display alongside inherited references without needing to duplicate the whole list
- ☐ List is addable/removable/reorderable at both levels

SECTION 24 | COURSE CONTENT & BOOKING ENQUIRY · Content Type: Module Accordion + FAQ Accordion

What Is This Section?

The final section: a module-by-module curriculum accordion (first module open by default) and an FAQ accordion, followed by the fixed Booking Enquiry form (outside the numbered section list) pre-tagged with the course name, capturing preferred batch and participant count so group rates can be quoted immediately.

What the Visitor Sees

Expandable accordion rows with Red plus/minus icons and 'Module 1/2' tags, followed by FAQs, then a booking form (Name, Email, Phone, Company, Preferred Batch, Number of Participants, Message).

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Show/Hide Course Content	On/Off Switch	Hide the content accordion for this course
Content Heading	Text field	e.g. 'Course Content'
--- PER MODULE / SESSION ---		
Module Title / Content	Text + Rich text editor	e.g. 'Session 2: Practical Extinguisher Use' with topic bullets
Display Order	Number field	Controls module order; first module renders open
--- FAQs ---		
FAQ Question / Answer (repeatable)	Text + Text area	Per-course questions and answers
--- BOOKING ENQUIRY FORM (fixed, not part of the section list) ---		
Show/Hide Booking Form	On/Off Switch	Hide the form (an Enquire button linking to Contact shows instead)
Preferred Batch Field	Dropdown (auto)	Lists upcoming batches from Module 03, plus an 'In-house / other date' option
Number of Participants Field	Number field	Captured so group rates can be quoted immediately
Form Recipient Email	Email field	Where training bookings are sent
Success / Error Messages	Text fields	Messages shown after submission
Spam Protection	On/Off Switch	Enable Google reCAPTCHA

Developer Completion Checklist

- ☐ Modules and FAQs are addable/removable/reorderable from CMS per course

- ☐ Accordions expand/collapse smoothly on desktop and mobile; first module open by default
- ☐ Preferred-batch dropdown lists live upcoming batches plus the in-house option
- ☐ Booking submissions are saved in the CMS, tagged with the course name, batch, and participant count, emailed automatically, and counted on the dashboard
- ☐ This section's position in the navigator can be reordered like any other, even though it is expected to remain last in most cases
- ☐ The Browse-More link (Section 09) appears once, after the enquiry form, on every course page
- ☐ Spam protection works

CMS PORTAL — TRAININGS, CATEGORIES, BATCHES & SECTIONS

Five connected CMS screens power the entire Trainings tab: Category Manager, Trainings Manager, Batch/Schedule Manager, and the two-tier Section Builder (Global Template + Per-Course Overrides). Together they generate the dropdown, the cards, the category pages, the detail pages, the section navigator, and every content section on every course page.

MODULE 01 | CATEGORY MANAGER

What Is This Section?

The screen where training categories are managed. One category record generates FOUR things: its grey dropdown bar, its notched photo card on the main page, its own category page (with SEO fields), and its grouping in detail-page sidebars and breadcrumbs.

What the CMS User Sees

A 'Training Categories' screen with the category list in drag-and-drop order, an 'Add Category' button, and per-category actions: Edit, Show/Hide, Delete. Each row shows the category name, its card photo thumbnail, how many courses it contains, and its visibility status.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Category Name	Text field	e.g. 'Working at Height' — used on the bar, card, banner, breadcrumbs, sidebar title
Category Slug	Auto / editable	e.g. /trainings/working-at-height — the category page URL
Card Photo	Image upload (required)	The photograph inside the notched card (min 800x500px); site default if missing
Card Label Override	Text field (optional)	Shorter display text on the card, e.g. 'First Aid'
Category Blurb	Text area	2–3 sentences shown on the category page above the course list
Banner Image	Image upload (optional)	Category page banner photo; can reuse the card photo
Category-Level Trainer Profile	Per Section 22 fields	Inherited by every course in this category by default
Category-Level Training References	Per Section 23 fields	Inherited by every course in this category by default
SEO Fields	Per Part F	Category pages are real pages — full SEO field set created with the category
Show/Hide Category	On/Off Switch	Hides the bar, card, page, and all its courses — data kept
Display Order	Drag-and-drop	One order drives the dropdown bars AND the main-page cards
--- DELETE RULES ---		
Delete Category	Action (Super Admin only)	Blocked while the category still contains courses — move or delete them first; typed confirmation; the category page URL 301-redirects to the main Trainings page; audit-logged

Developer Completion Checklist

- ☐ Add, edit, reorder, show/hide work and update the dropdown, cards, and category page instantly
- ☐ Card photo and blurb display correctly on the card and category page
- ☐ Category page and its SEO fields are created automatically with the category (end-to-end test)
- ☐ Delete is Super Admin only, blocked while courses remain, confirmed, redirected, and audit-logged
- ☐ Category rename updates the bar, card, page title, breadcrumbs, and sidebar titles everywhere at once

MODULE 02 | TRAININGS MANAGER — ADD / EDIT / DUPLICATE / DELETE

What Is This Section?

The main screen for every training course record. One record drives: the course bar on its category page, the detail page, the sidebar entries, the batch list, the section content, and the SEO fields.

What the CMS User Sees

A 'Trainings' screen with a searchable table (filter by category and status), an 'Add Training' button, and per-row actions: Edit, Duplicate, Show/Hide, Delete, Manage Batches, Manage Sections. Adding or editing opens the full form containing every field from Sections 10–24 plus the SEO fields.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Course Title	Text field	Drives the course bar, page H1, breadcrumb, and sidebar
Category	Dropdown (from Module 01)	Which category page and card it belongs to
URL Slug	Auto / editable	e.g. /trainings/fire-safety-training/basic-fire-fighting — nested under the category
All Section Content	Per Sections 15–24, via Module 05	Every content section, editable inline or via the Manage Sections tab
All SEO Fields	Per Part F	Created automatically with the record
Available for In-House	On/Off Switch	Marks the course as available for on-site corporate delivery
Show/Hide Course	On/Off Switch	Removes it from the category page, sidebars, and sitemap — record kept
Display Order	Drag-and-drop	Order within its category (bars + sidebar)
--- ACTIONS ---		
Add Training	Button + form	Course bar, detail page (with default sections), sidebar entry, SEO fields, and sitemap entry appear automatically on save
Duplicate Training	Action	Copies an existing course, including its section overrides, as a hidden draft — 'Copy of' prefix, new slug required before publishing
Move to Another Category	Dropdown change	Instantly re-files the course; its URL updates with an automatic redirect from the old one; inherited Trainer Profile and References switch to the new category unless overridden
Manage Batches	Opens Module 03	Add or edit scheduled dates for this course
Manage Sections	Opens Module 05	Add, hide, reorder, or override sections for this course only
--- DELETE RULES ---		

Field Name	Type of Input	Description / Purpose
Delete Training	Action (Super Admin only)	Typed confirmation; old URL 301-redirects to its category page; removed from category list, sidebar, sitemap; past BOOKINGS AND ENQUIRIES RETAINED; audit-logged with user, date, time
Recommended Practice Note	Shown in CMS UI	'Use Show/Hide for anything temporary. Delete only courses that will never return.'

Developer Completion Checklist

- ☐ Add: saving a new course creates its bar, detail page with default sections, sidebar entry, SEO fields, and sitemap entry in one action (end-to-end test)
- ☐ Edit: changes reflect everywhere immediately; title/slug rename creates an automatic redirect from the old URL
- ☐ Move: changing category re-files the course everywhere and redirects the old nested URL
- ☐ Duplicate: hidden draft created, including section overrides; publishing blocked until slug is unique
- ☐ Delete: Super Admin only, typed confirmation, 301 redirect to the category page, bookings retained, audit log entry created
- ☐ Content Editors can add/edit/duplicate/hide and manage batches/sections but cannot delete unless granted by the Super Admin

MODULE 03 | BATCH / SCHEDULE MANAGER

What Is This Section?

A screen dedicated to training dates. Batches are managed as their own records rather than typed into page text. Each batch belongs to a course and carries a date, location, and status. The course page then shows the next batch automatically — and past dates disappear on their own.

What the CMS User Sees

A 'Batches' screen listing all scheduled dates with filters (by course, by month, by status), an 'Add Batch' button, and a calendar-style month view. Each row shows course, date, city, seats, and status (Open / Filling Fast / Full / Cancelled / Completed).

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Course	Dropdown (from Module 02)	Which training course this batch belongs to
Start Date / End Date	Date pickers	Batch dates; the earliest future start date becomes 'Next Batch' on the course page
Location / City	Text field or dropdown	e.g. 'Lahore — Gulberg Centre', 'Islamabad', 'Live Online', 'Client Site'
Seats Available	Number field (optional)	Drives the optional 'Filling Fast' or 'Full' label
Batch Status	Dropdown	Open / Filling Fast / Full / Cancelled / Completed — shown as a small coloured label
Show/Hide Batch	On/Off Switch	Hide a batch without deleting the record
Auto-Expire Past Batches	On/Off Switch (default On)	Past dates disappear from the website automatically — no manual clean-up
Notes (internal)	Text area	Trainer assigned, room, internal remarks — never shown on the website
--- ACTIONS ---		
Add / Edit / Duplicate Batch	Actions	Duplicate is used to repeat a monthly batch quickly
Bulk Add (recurring)	Action	Create a repeating schedule, e.g. 'first Monday monthly for 6 months', in one step
Delete Batch	Action (Super Admin or Editor)	Confirmation required; bookings already received against that batch are retained and flagged
💡 Set a batch date in the past during testing and confirm it disappears from the website without anyone editing the page — this is the single most important behaviour to demonstrate at handover.		

Developer Completion Checklist

- ☐ Adding a batch updates the 'Next Batch' tile, the featured-image tag, and the upcoming-dates list on that course page automatically
- ☐ Past batches disappear from the website automatically when auto-expire is on

- ☐ Batch status labels display correctly with brand colours
- ☐ The booking form's Preferred Batch dropdown lists only open, future batches plus the in-house option
- ☐ Bulk/recurring add creates the expected series of batches
- ☐ Cancelling a batch removes it from the booking dropdown and flags any existing bookings for staff follow-up
- ☐ A course with no scheduled batches hides the batch tile and shows an 'Enquire for next dates' message instead

MODULE 04 | SECTION TEMPLATE MANAGER (GLOBAL)

What Is This Section?

The screen where the DEFAULT set and order of sections for every training course is managed. This is the single source of truth for what appears in the navigator (Section 11) and on the page (Sections 15–24) for any course that has not been given a specific override. Sections 17a and 17b (Course Progression, In-House Delivery Process) are deliberately NOT part of this global default — see Module 05.

What the CMS User Sees

A 'Course Page Sections' screen listing all ten (or more) sections in drag-and-drop order, each row showing its label, its Content Type, and Show/Hide status. An 'Add Section' button opens a form to create a brand new section from scratch.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Section Label	Text field	e.g. 'Trainer Profile' — this is what appears in the navigator and as the on-page heading
Content Type	Dropdown	Rich Text / Tick List / Tag List / Table / Small-Card Grid / Profile Card / Reference List / Module Accordion / Written Steps / Image — Infographic Block — the same shared library used on the Qualification page
Show/Hide Section (global default)	On/Off Switch	Turns this section off for every course unless a course override turns it back on
Display Order	Drag-and-drop	The default order; also the order used for automatic numbering
--- ACTIONS ---		
Add Section	Button + form	Creates a brand-new section using an existing Content Type; no code needed
Delete Section	Action (Super Admin only)	Typed confirmation; removes the section and its content from every course that uses the global default; blocked if it would leave zero sections (at least one section must always remain)
Reorder Sections	Drag-and-drop	Instantly renumbers the navigator and every course page using the default template
💡 <i>The Content Type list is fixed by the developer. The business owner has full freedom to add, remove, rename, and reorder SECTIONS — but a genuinely new kind of content layout (e.g. a video embed block) is a developer task, not a CMS-only change. Say so plainly during handover.</i>		

Developer Completion Checklist

- ☐ Adding a new global section makes it appear, correctly numbered, in the navigator and content area of every course using the default template

- ☐ Deleting a global section removes it everywhere it was not individually overridden, with typed confirmation and audit log entry
- ☐ Reordering updates numbering and navigator order across the whole site immediately
- ☐ The 'at least one section must remain' rule is enforced
- ☐ This module shares its underlying code with the Qualification page's equivalent module, configured with a different default section list per page type

MODULE 05 | PER-COURSE SECTION OVERRIDES

What Is This Section?

Reached from within a specific course's edit screen (Module 02, 'Manage Sections'). Lets an editor customise the section set for ONE course without affecting any other course — hiding a section that doesn't apply, adding a course-only section, or reordering just for that course. This is also where Sections 17a and 17b (Course Progression, In-House Delivery Process) are added — the leading real-world example of why this module exists.

What the CMS User Sees

Inside a course's edit form, a 'Page Sections' tab showing the inherited global section list, each with a small 'Override' toggle. Turning Override on for a row reveals Show/Hide and reorder controls scoped to this course only. A 'Add Course-Specific Section' button below the list adds an extra section that appears only on this course — for example, choosing the Written Steps + Image Content Type and filling in either or both fields creates a Course Progression or In-House Delivery Process section for that course alone.

What You Can Change From the Backend (CMS Fields)

Field Name	Type of Input	Description / Purpose
Inherit Global Template	On/Off Switch (default On)	When on, this course simply follows Module 04's global list and order
--- PER SECTION (once overridden) ---		
Show/Hide For This Course	On/Off Switch	Overrides the global default for just this one course
Reorder For This Course	Drag-and-drop	Overrides the global order for just this one course
--- COURSE-SPECIFIC SECTION (optional) ---		
Add Course-Specific Section	Button + form	Same Content Type choices as Module 04; appears only on this course, in the position chosen
Written Steps Field (Written Steps / Image Content Type)	List manager, optional	Repeatable stage lines; independent of the Image field below — either, both, or neither may be filled in
Image Field (Written Steps / Image Content Type)	Image upload + Show Image switch + caption, optional	Independent of Written Steps; the Show Image switch hides an uploaded image without discarding it
--- ACTIONS ---		
Reset to Global Template	Action	Discards all overrides for this course and reverts to following Module 04 exactly

Developer Completion Checklist

- ☐ A course with no overrides follows the global template exactly and stays in sync if the global template later changes
- ☐ Hiding a section for one course does not affect any other course using the same section
- ☐ A course-specific section appears only on that course's navigator and page, correctly numbered alongside the inherited sections
- ☐ Reset to Global Template correctly removes all course-level overrides and course-specific sections in one action, with confirmation
- ☐ Trainer Profile and Training References overrides work correctly per course without affecting category-level inheritance for sibling courses
- ☐ Course Progression / In-House Delivery Process sections appear ONLY when Written Steps and/or Image is filled in — verified with a course that has neither (section absent), Written Steps only, Image only, and both together

SEO — MAIN, CATEGORY & COURSE PAGES

Three levels of real, indexable pages — the main Trainings page, every category page, and every course page. The standard 10 SEO fields from the main Website Development Specification apply to ALL of them, created automatically whenever a category or course is added.

💡 Training pages are the site's strongest local-search opportunity: 'fire fighting training Lahore', 'confined space training Pakistan', or 'first aid course near me' each map to one course page, while category pages capture broader searches like 'working at height training'.

SEO Fields — Applied to All Three Page Levels

Field Name	Type of Input	Description / Purpose
Page Title (SEO)	Text field	e.g. category: 'Working at Height Training in Pakistan IEHSAS'; course: 'Basic Fire Fighting Training Course Lahore IEHSAS'
Meta Description	Text area	150–160 characters shown under the title in Google
OG Title / Description / Image	Text + Image	Social preview; category OG image defaults to the card photo, course OG image to the featured image
Focus Keywords	Text field	e.g. 'fire fighting training Lahore'
Canonical URL	Auto-generated	Prevents duplicate content problems
Robots Setting	Index / No-Index toggle	Per-page control; defaults to Index
Custom Slug / URL	Text field	Auto-created, editable; course slugs are nested under their category
Schema Markup	Auto-generated	Main & category pages: CollectionPage + BreadcumbList; course pages: Course + Organisation + BreadcumbList, with courseInstance entries generated from the Batch Manager so scheduled dates can appear in Google

Suggested Starting Values (Editable Later From the CMS)

Page Level	Suggested Page Title	Suggested URL Pattern
Main page	HSE Training Courses in Pakistan IEHSAS	/trainings
Category pages	[Category] in Pakistan IEHSAS	/trainings/[category-slug]
Course pages	[Course Name] Training IEHSAS	/trainings/[category-slug]/[course-slug]

Developer Completion Checklist

- ☐ All 10 SEO fields present on the main page, and auto-created for every category page and every course page

- ☐ Each page has a unique Page Title and Meta Description — none duplicated across the three levels, and none clashing with Qualification pages
- ☐ Category and course pages appear in the XML sitemap when visible and are removed when hidden
- ☐ Course schema validates in Google's Rich Results Test, including courseInstance dates drawn from the Batch Manager
- ☐ Renaming, moving, or deleting a category or course sets up automatic 301 redirects so old Google links never break
- ☐ Splitting main content into manageable sections does not change the page's SEO fields — it remains one page, one URL, one set of SEO fields
- ☐ Section headings use a consistent heading hierarchy (course title as H1, section headings as H3) so the added structure helps rather than confuses search engines

TECHNICAL NOTES — ANCHORS, ACCESSIBILITY & PERFORMANCE

Deep-Linking to a Section

Each section must render with a stable, unique anchor id derived from its Content Type slot (not from its editable label, which can change). A visitor should be able to share or bookmark a link directly to one section of a course page (e.g. .../basic-fire-fighting#evaluation-criteria) and land scrolled to the correct place, with the correct navigator row highlighted, even on a fresh page load.

Scrollspy Performance

Use an intersection-based approach (not a scroll-position calculation re-run on every scroll event) so the highlighting stays smooth on longer course pages with many sections and does not cause visible jank on lower-powered devices.

Accessibility

Navigator rows must be reachable and operable by keyboard alone (Tab to focus, Enter to activate), must expose their active/current state to assistive technology, and the smooth-scroll behaviour must be disabled for visitors who have requested reduced motion at the operating-system level.

Shared Components

The section navigator, the Section Builder CMS module, and the Browse-More block must be the SAME components used on the Qualification page — confirmed by code review, not simply by visual similarity. Configuration (which sections exist, their content) differs between the two tabs; the underlying mechanism does not.

PROGRESS TRACKING CHECKLIST — FRONT-END & CMS PORTAL

One consolidated status tracker. The developer updates this and shares it with you at each agreed check-in (e.g. weekly). Marking an item 'Complete' means it has been built AND tested against its Developer Completion Checklist earlier in this document — not just started.

Tracker A — Front-End

#	Item	Status	Developer Notes	Date Completed
1	Section 01 — Trainings tab + grey-bar category dropdown with sweep hover effect	☐ Not Started ☐ In Progress ☐ Complete		
2	Section 02 — Main page banner & breadcrumb	☐ Not Started ☐ In Progress ☐ Complete		
3	Section 03 — Main page intro with stats	☐ Not Started ☐ In Progress ☐ Complete		
4	Section 04 — Notched photo category cards with all four hover behaviours	☐ Not Started ☐ In Progress ☐ Complete		
5	Section 05 — In-house training band & call to action	☐ Not Started ☐ In Progress ☐ Complete		
6	Section 06 — Category page banner, breadcrumb & back link	☐ Not Started ☐ In Progress ☐ Complete		
7	Section 07 — Category course list bars (shared component with the dropdown)	☐ Not Started ☐ In Progress ☐ Complete		
8	Section 08 — Category help / advisor strip	☐ Not Started ☐ In Progress ☐ Complete		
9	Section 09 — Browse-more link (shared between category and detail pages)	☐ Not Started ☐ In Progress ☐ Complete		
10	Section 10 — Detail banner with four-level breadcrumb & back link	☐ Not Started ☐ In Progress ☐ Complete		
11	Section 11 — Course Section Navigator: hover, click-to-scroll, scrollspy	☐ Not Started ☐ In Progress ☐ Complete		
12	Section 12 — Sidebar: need help / contact card	☐ Not Started ☐ In Progress ☐ Complete		
13	Section 13 — Sidebar: brochure / downloads card	☐ Not Started ☐ In Progress ☐ Complete		
14	Section 14 — Sidebar: other category courses	☐ Not Started ☐ In Progress ☐ Complete		

#	Item	Status	Developer Notes	Date Completed
15	Section 15 — Course Aim & Objectives	☐ Not Started ☐ In Progress ☐ Complete		
16	Section 16 — Who Should Attend	☐ Not Started ☐ In Progress ☐ Complete		
17	Section 17 — Pre-Requisites	☐ Not Started ☐ In Progress ☐ Complete		
18	Section 17a — Course Progression (Optional/Conditional): text-only, image-only, both, and neither all verified	☐ Not Started ☐ In Progress ☐ Complete		
19	Section 17b — In-House Delivery Process (Optional/Conditional): text-only, image-only, both, and neither all verified	☐ Not Started ☐ In Progress ☐ Complete		
20	Section 18 — Course Duration (with live batch table)	☐ Not Started ☐ In Progress ☐ Complete		
21	Section 19 — Evaluation Criteria table	☐ Not Started ☐ In Progress ☐ Complete		
22	Section 20 — Medium of Training grid + in-house note	☐ Not Started ☐ In Progress ☐ Complete		
23	Section 21 — What's Included	☐ Not Started ☐ In Progress ☐ Complete		
24	Section 22 — Trainer Profile (category inheritance + course override)	☐ Not Started ☐ In Progress ☐ Complete		
25	Section 23 — Training References (category inheritance + course additions)	☐ Not Started ☐ In Progress ☐ Complete		
26	Section 24 — Course Content, FAQs & booking enquiry form	☐ Not Started ☐ In Progress ☐ Complete		
27	Deep-linking to a specific section works from a fresh page load	☐ Not Started ☐ In Progress ☐ Complete		
28	Scrollspy uses intersection-based detection; no visible jank on a 15-section test page	☐ Not Started ☐ In Progress ☐ Complete		
29	Mobile & tablet responsiveness across all sections and the navigator	☐ Not Started ☐ In Progress ☐ Complete		
30	Cross-browser check (Chrome, Safari, Firefox, Edge)	☐ Not Started ☐ In Progress ☐ Complete		

Tracker B — CMS Portal

#	Item	Status	Developer Notes	Date Completed
31	Module 01 — Category Manager: add / edit / reorder / show-hide with card photo & blurb	☐ Not Started ☐ In Progress ☐ Complete		
32	Module 01 — Category delete rules (blocked while courses remain; Super Admin only; redirect)	☐ Not Started ☐ In Progress ☐ Complete		
33	Module 02 — Trainings Manager: add / edit / move category / reorder / in-house flag	☐ Not Started ☐ In Progress ☐ Complete		
34	Module 02 — End-to-end test: add a course → bar, detail page with default sections, sidebar, sitemap & SEO fields appear	☐ Not Started ☐ In Progress ☐ Complete		
35	Module 02 — Duplicate creates hidden draft (incl. section overrides); unique slug enforced	☐ Not Started ☐ In Progress ☐ Complete		
36	Module 02 — Delete workflow: confirmation, 301 redirect to category page, bookings retained, audit log	☐ Not Started ☐ In Progress ☐ Complete		
37	Module 03 — Batch Manager: add / edit / duplicate / bulk recurring add; status labels	☐ Not Started ☐ In Progress ☐ Complete		
38	Module 03 — Auto-expire demonstrated: a past batch disappears with no page editing	☐ Not Started ☐ In Progress ☐ Complete		
39	Module 04 — Section Template Manager: add / edit / delete / reorder global sections	☐ Not Started ☐ In Progress ☐ Complete		
40	Module 04 — 'At least one section must remain' rule enforced	☐ Not Started ☐ In Progress ☐ Complete		
41	Module 04 — Written Steps / Image Content Type available in the dropdown and usable by an editor with no code changes	☐ Not Started ☐ In Progress ☐ Complete		
42	Module 05 — Per-course overrides: hide / reorder / add course-specific section	☐ Not Started ☐ In Progress ☐ Complete		
43	Module 05 — Reset to Global Template action	☐ Not Started ☐ In Progress ☐ Complete		
44	Module 05 — Course Progression / In-House Delivery Process added on one course only, confirmed absent from other courses	☐ Not Started ☐ In Progress ☐ Complete		

#	Item	Status	Developer Notes	Date Completed
45	SEO working on all three page levels; Course schema with courseInstance dates validates	☐ Not Started ☐ In Progress ☐ Complete		
46	Starting content loaded: all 8 categories, card photos, blurbs, courses, and initial batch dates	☐ Not Started ☐ In Progress ☐ Complete		

Cross-Cutting & Sign-Off

#	Item	Status	Developer Notes	Date Completed
47	Colour combination and fonts match the approved palette on all page levels	☐ Not Started ☐ In Progress ☐ Complete		
48	Bars, cards, category template, section navigator & Section Builder are SHARED components with Qualification and Services Style 2 (verified in code review)	☐ Not Started ☐ In Progress ☐ Complete		
49	Final approved copy and photos inserted (all placeholders replaced)	☐ Not Started ☐ In Progress ☐ Complete		
50	Business owner review link shared for sign-off	☐ Not Started ☐ In Progress ☐ Complete		

Sign-Off

Role	Name	Date	Signature / Approval
Developer			
Business Owner			

DOCUMENT SUMMARY

This is the complete, consolidated specification for the Trainings tab — the only document the developer needs for this page. Quick reference:

Item	Summary
Navigation Model	Four levels: hover the tab → grey-bar CATEGORY dropdown; click the tab → main page of notched photo category cards; click a category (bar or card) → category page listing its courses as hover bars; click a course → full detail page
Starting Categories	8 proposed and confirmed at content entry: Fire Safety, First Aid & Emergency Response, Working at Height, Confined Space & Rescue, Lifting & Rigging, Driving & Transport Safety, Process & Industrial Safety, In-House/Corporate
Detail Page Sidebar	Course Section Navigator (click-to-scroll + scrollspy) as the primary card, followed by Help, Downloads, and a secondary Other Category Courses list
Ten Manageable Content Sections	Aim & Objectives, Who Should Attend, Pre-Requisites, Duration, Evaluation Criteria, Medium of Training, What's Included, Trainer Profile, Training References, Course Content — every one addable, editable, reorderable, and deletable
Two Conditional Sections (New)	Course Progression and In-House Delivery Process (Sections 17a/17b) use a Written Steps + Image / Infographic Content Type with two INDEPENDENT optional fields — text only, image only, both together, or the section simply doesn't appear. Added per-course (Module 05), not to the global template, since most single-level or standard-batch courses don't need them
Batch / Schedule Manager	Batch dates managed as records with location, seats, and status; next-batch tiles and booking dropdowns update automatically and past dates auto-expire
Full CMS Control	Category Manager, Trainings Manager, Batch Manager, plus a two-tier Section Builder (global template + per-course overrides) covering every editable surface on the page, including the Written Steps + Image Content Type
Shared Components	Bars, notched cards, category template, section navigator, and Section Builder are built ONCE and shared with the Qualification and Services pages — enforced by a code-review tracker item
SEO	Three indexable levels: /trainings, /trainings/[category], /trainings/[category]/[course]; Course schema with courseInstance dates from the Batch Manager
Progress Tracking	One consolidated tracker: 30 front-end items + 16 CMS items + 4 cross-cutting items and sign-off